

State of Hawaii
Department of Human Service
Housing and Community Development Corporation of
Hawaii
Homeless Programs Branch

Addendum 01

May 18, 2006

To

Request for Proposals

RFP No. HPB 2006-03
Community Reintegration for Exiting Offenders
May 5, 2006

May 18, 2006

ADDENDUM NO. 01

To

REQUEST FOR PROPOSALS

**RFP No. HPB 2006-03
Community Reintegration for Exiting Offenders**

The Department of Human Services, Homeless Programs Branch is issuing this addendum to RFP Number HPB 2006-03, Community Reintegration for Exiting Offenders for the purposes of:

- ☒ responding to questions that arose at the orientation meeting of May 9, 2006 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ amending the RFP.
- ☐ Final Revised Proposals.

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ a summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ amendments to the RFP.
- ☐ details of the request for Final Revised Proposals.

If you have any questions, contact:
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677 Queen street Suite 300, Honolulu, HI 96813

Responses to Question Raised by Applicants
For: RFP No. HPB 2006-03
Community Reintegration for Exiting Offenders

- 1. On cover page, the deadline to submit questions is May 9, but Section 1-4 says deadline is May 15. Please clarify.**
<Response> The deadline to submit question was May 15, 2006.

The correction is reflected in the RFP No. HPB 2006-03.
- 2. Is there a page limit for the description of the proposal? If so, what are the limitations per section?**
<Response> There were no page limits set, however it is suggested that you utilize each section to provide comprehensive information for a complete application.
- 3. What are the administrative fees for this contract?**
<Response> Administrative Costs" means costs for general management, oversight, coordination, evaluation and reporting on contracted services

Up to fifteen percent (15%) of the total approved project budget may be used to pay for Administrative Costs. A line item budget justifying administrative costs must be provided. Costs directly charged to the program may not be used to justify administrative costs.

The correction is reflected in the RFP No. HPB 2006-03, and Amendment 01.
- 4. Is transportation required by the scope of work? It was not indicated in the scope of work yet a requirement of obtaining automobile liability insurance is required in Section 2-5. Please clarify.**
<Response> Correct transportation is not required in the scope of work. However, should your program use a company vehicle to transport staff or participant(s), an automobile liability insurance is required.
- 5. In Section 2-5, the RFP indicated that a multi-term contract will be awarded, but contract terms and initial term of contract states a time period of only one year. Please clarify.**
<Response> Correct in Section 2.II.D
Multiple contracts may be awarded as HCDCH deems appropriate to best meeting the need as stated in the RFP

Correct in Section 2.II.E, it is a Single term (≤ 2 years).
Conditions for extension: HCDCH may exercise its option to extend up to 12 additional months upon a Supplemental Agreement, depending on the provider's satisfactory performance of the contracted service(s) and availability of funds.

The correction is reflected in the RFP No. HPB 2006-03, and Amendment 01.

6. **Scope of Work did not indicate a required time period of “transitional housing.” Is there a requirement of the maximum time a participant may remain in the transitional housing program?**
<Response>The (transitional housing Community Reintegration for exiting Offenders program is for one year the length of the contract.
7. **Where can we find information about federal/state policy and procedures for urinalysis testing for the use of drugs and alcohol as referred to in Section 2-7, vii.**
<Response> Information regarding Substance Abuse Testing can be found on the Hawaii Administrative Rules – Title 11, Chapter 113. You may also go to [Clinical Laboratories of Hawaii, Inc.](#), click on “services”> “toxicology” > “links”.
8. **Section 2-8 Personnel: Is there a minimum requirement for personnel staff? i.e. At minimum, High School diploma or equivalent and at least two years work experience working with target population.**
<Response> Please set staff qualification based on the need identified, the clients you are serving and program parameter to ensure the deliver of services.
9. **In Section 2-13 it states the Stipend Limit rates. Are these rates negotiable?**
<Response>The rates are revised from the Stipend Limit to using the Housing and Urban Development (HUD) Fair Market Rents (FMR) announced in October 2006. Listed is the FMR for Hawaii County. Further information may be obtained at www.huduser.org/datasets/fmr.html

Final FY 2006 FMRs By Unit Bedrooms

	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Final FY 2006 FMR	\$627	\$753	\$845	\$1,191	\$1,306

The correction is reflected in the RFP No. HPB 2006-03, and Amendment 01.

10. **What is the \$300,000 contract award based on? How many units/beds are required for transitional housing?**
<Response> The \$300, 000 is based on severing 20 participants.
11. **Please clarify Geographic areas. Section 2-3 says geographic coverage of services shall be provided on Hawaii and Oahu only. But the following section says Hawaii only. Please clarify what county.**
<Response>The correct geographic area is Hawaii County only.

The correction is reflected in the RFP No. HPB 2006-03, and Amendment 01.

12. **Is the \$300,000 for two years inclusive or \$300,000 per year for two years? Please clarify.**
<Response> The \$300, 000 is for one year inclusive.
13. **Regarding the workplans, in the areas of “Input Objectives” and “Outcome objectives,” some of the requirements to report overlap. Can it be condensed and reported in one section?**
<Response> No, the work plans for the “Input Objectives” and “Output Objectives” cannot be condensed. The Input Objectives are projected participants and services to be provided; and the Output Objectives are actual participants and services provided.
14. **In the target population to be served, could you please define “pretrial detainees?”**
<Response> Individuals awaiting trial for violating State laws.
15. **Where can we find information re: 17-1199 Hawaii Administrative Rules for the collection of program fees and its limits? Are there exceptions to acquiring program fees higher than the set stipend limits? Please clarify.**
<Response> The Stipend limits were revised to utilize the HUD FMR. The Hawaii Administrative Rules (HAR) 17-1199 was repealed and HAR Chapter 17-2026 was adopted, which may be found at www.hcdch.state.hi.us scroll down to Reference Information, > Hawaii Administrative Rules §17-2026-Homeless Programs.
16. **Is the provider allowed to accept a certain sub-population for these contracted services? For example, will the provider be able to add certain requirements that participants must be exiting from the State prison system, including parolees at risk of violating parole, who have met the requirements for community custody and/or pretrial detainees who are granted supervised release AND be assessed with a DSM IV criteria for substance abuse disorders, co-occurring disorders or have committed drug-related offenses? Please advise.**
<Response> As stated in Section 2 .I.A This project is to initiate a model program, which will provide community reintegration for offenders who are exiting the State prison/jail.
17. **Will the provider be able to exclude a certain sub-group, i.e. sexual offenders who are at high risk of re-offending, not in sexual offender treatment, etc.**
<Response> As stated in Section 2 .I.A This project is to initiate a model program, which will provide community reintegration for offenders who are exiting the State prison/jail.

RFP No HPB 2006-03.
Community Reintegration for Exiting Offenders is amended as follows:

Subsection Page

Section 1, Administrative Overview

No
Changes

Section 2, Service Specifications

I (E)	2-3	Community Reintegration services shall be provided on Hawaii County only
II (F)	2-3	The total funding for this RFP inclusive of the project on Hawaii is approximately \$300,00.00 from July 1, 2006 to June 31, 2007
II (D)	2-5	Criteria for multiple awards clarified.
II (E)	2-5	Correction is to Single term (≤ 2 yrs) Length of each extension: <u>1</u> Number of possible extensions: <u>not to exceed 12 months</u> Maximum length of contract: <u>2 yrs.</u>
III (A)	2-11	Eligible Costs addressed to include personal, operating, client, administrative costs and budgets.

Section 3, Proposal Application Instructions

No
Changes

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

Work Plans	The Input and Outcome Objective FY 2008 was deleted
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Request for Final Revised Proposals
For RFP <number> <title>

Purpose of the request for final revised proposals:

Not Applicable

Sections that may be submitted:

Procedure for submission final revised proposals:

- ☐ Procedure for submission is the same as the procedure for the original proposals as defined in: <section>
- ☐ Procedure for submission of final revised proposals is as follows:

Note:

- Only the section or sections of each applicant's last proposal that are amended shall be submitted.
- If no final revised proposal is submitted, the applicant's last proposal shall be deemed to be the applicant's final revised proposal.